



DEPARTMENT OF THE ARMY
HEADQUARTERS, 266th FINANCE COMMAND
UNIT 29001
APO AE 09007

AEUFC

APR 3 2006

MEMORANDUM FOR Army Dining Facilities in Europe.

SUBJECT: Procedure for Processing Cash Collections

1. Purpose. This policy establishes procedures for Dining Facility (DFAC) collections.
2. Scope. This policy applies to all Army DFACs.
3. Reference. DODFMR, Volume 5 (Disbursing Policy and Procedures).
4. The following procedures will be followed for processing monies collected at DFACs.
 - a. Required Documents.
 - (1) Cash Collection Voucher DD 1131 (CCV) (see enclosure 1).
 - (2) Confirmed Deposit ticket SF 215 (see enclosure 2).
 - b. Procedures.
 - (1) Upon receipt of funds.
 - (a) Prepare a CCV as described in enclosure 3.
 - (b) Prepare a deposit ticket as described in enclosure 4.
 - (c) Deposits will be presented to the local Community Bank a minimum of at least twice per week.
 - c. Reporting to Disbursing Office.
 - (1) Report collection(s) immediately after the deposit is made. Scan or fax the confirmed SF 215 copy of the deposit ticket and the original of the CCV to the DFAS-EUROPE, Disbursing Office.

Email: DFAS-EU-CCV@DFAS.MIL
Fax Numbers: DSN 483-7437
Commercial 0631-4117437

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SUBJECT: Standard Operating Procedure for Processing Cash Collections

(2) DFAS-Europe will process the transaction(s) and mail a copy of the processed CCV with voucher number and signature to the originating DFAC.

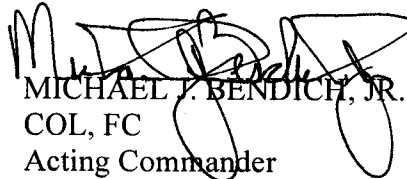
(3) At the end of every week, the original confirmed SF215 and the original CCV must be mailed to the following address:

DFAS-Europe
Disbursing Office
Unit 23142
APO AE 09227

5. Point of contact is Disbursing Policy at DSN 379-5109.

Enclosures

1. DD Form 1131 CCV Example
2. SF 215 deposit Example
3. Preparation procedures for CCV
4. Preparation procedures for deposit tickets


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Acting Commander